Certified Supplementary Weighting Instructions October 1, 2012

Due October 15, 2012

Complete data collection on the web at http://www.edinfo.state.ia.us/

Sharing Operational Functions

For detailed information beyond these instructions, consult lowa Code section 257.11, lowa Administrative Code Chapter 281—97

Supplementary Weighting for Resident Public Students when the District is in One or More Eligible Operational Function Sharing Arrangements

Operational function sharing means sharing of managerial personnel in the discrete operational function areas of superintendent management, business management, human resource management, student transportation management, or facility operation and maintenance management.

The opportunity to include shared operational functions for supplementary weighting is available up to 5 years, beginning with the 2007-2008 school year through the 2012-2013 school year. The supplementary weighting for funding is phased out at 20% each year over the 5 years. The Department will enter the phase-out adjustment after districts have filed their certified supplementary weighting enrollment forms.

In order to receive the second through the fifth year of supplementary weighting, the district/AEA must show cost savings on its certified annual report (CAR-COA upload). The department will verify the cost savings pursuant to Rules when the CAR-COA is certified. If the district does not show cost savings, the supplementary weighting will be deleted.

The weighting is calculated as the certified enrollment (actual enrollment) times the weighting factor of 0.02. There is a maximum of 40 FTE and a minimum of 10 FTE, for all sharing arrangements added together, before the application of the phase out. The department will enter the minimums and maximums after districts have filed their certified enrollment.

AEAs can participate in the Operational Function Sharing program for a supplementary weighting dollar amount. The minimum is \$50,000 and the maximum is \$200,000 for an AEA.

Add Screen

Click the Go button to go to an entry screen. Click the Add button to begin entering information.

Sharing Condition.

Select one of the follow Condition codes from the dropdown menu:

- Superintendent Management
- Business Management
- Human Resource Management
- Student Transportation Management
- Facility Operations and Maintenance Management

Operational function sharing personnel shall not include clerical, librarians, counselors, nurses, curriculum directors, teachers, aides, principals, board officers, school improvement or technology directors, school bus mechanics or drivers, custodians, or similar personnel classifications. Operational function sharing also does not include sharing of programs or facilities.

Do not enter the same individual in more than one shared operational function. Do not enter the same operational function more than once.

The options of "adjustment" or "phase out" are restricted to Department of Education staff entries.

Normal annual contract hours for a full-time position.

Enter the total annual contract hours that are customary for a full-time employee in this operational function category.

Hours contracted/utilized by your district.

Enter the number of hours of the total annual contract hours reported above that your district contracts or utilizes this person in a management capacity in this operational function category. To be eligible for supplementary weighting these hours utilized by your district must be at least 20% of the total annual full-time contract hours that are customary for a full-time employee in this operational function category.

Enter Partner 1 district number.

Eligible partners include:

- Another LEA, enter its district number.
- An AEA, enter its district number.
- A Community College, enter its district number.
- A city or town, enter 0001.
- A county, enter 0002.
- Iowa Braille and Sight Saving School, enter 0004.
- Iowa School for the Deaf, enter 0005.
- Iowa State University, enter 0006.
- University of Iowa, enter 0007.
- University of Northern Iowa, enter 0008.

Sharing partners must be contiguous to the partner holding the employment contract on the shared individual. To be eligible for supplementary weighting these hours utilized by at least one partner must be at least 20% of the total annual full-time contract hours that are customary for a full-time employee in this operational function category.

Enter the hours contracted/utilized by Partner 1.

Enter the number of hours of the total annual contract hours reported above that Partner 1 contracts or utilizes this person in a management capacity of this operational function category.

Continue entering the Partners' district numbers and number of hours contracted/utilized for any additional Partners 2 through 5.

Indicate who holds the employment contract.

Indicate by clicking which entity, your district or one of your partners, holds the employment contract on the shared individual in this operational function category.

Including your district as a partner, only one partner shall hold the employment contract with the shared individual, but no more than one partner shall hold an employment contract with the shared individual. The individual shared cannot be a private contractor or an employee of a private contractor.

After the certified supplementary weighting enrollment form has been edited and verified by the Department of Education, an adjustment will be entered for the minimum or maximum weighting and for the phase-out weighting.

CLICK THE UPDATE BUTTON TO SAVE THE INFORMATION AS ENTERED.

Certification

On the bottom of the certified supplementary weighting summary report, enter the name and contact information of the person who can answer questions concerning the completion of this Certified Supplementary Weighting Report. Print the form and retain a copy in the district records (AEA records in the case of an AEA).

Clicking the "certify" button on the web based data collection, signifies "signing" the certification form, and no further paperwork is necessary. The district will not be given credit for having completed the form until the information has been certified. Once the data have been certified, data can no longer be changed. Data will, however, still be browsable.

Questions:

For questions regarding Operational Function Sharing arrangements, contact Joyce Thomsen at <u>Joyce.Thomsen@iowa.gov</u> or 515-242-5612.